Academic Promotions
Round 2021/22
Faculty briefing session for applicants
Overarching Principles

• The process is one of self-application; there is no requirement for prior approval or nomination
• The expectation is that the applicant provides evidence of their contribution at the level they are applying for, and in line with our 2030 Strategy and Values
• Ultimately the decisions on whether an applicant meets the criteria will be made by the promotion panels
• When considering applications, the emphasis is on the quality of contribution; promotion does not depend purely on metrics such as grant income or citation numbers
Ensuring consistency and fairness

Queen Mary ensures consistency via the following:

✓ Introducing inclusion e-learning is a requirement for all panel members and decision-makers involved in the process
✓ There is a consistency of practice across all Schools/Institutes in relation to which office-holders serve on promotion panels
✓ Mandatory briefing sessions are provided to all promotion panel members on the promotion guidelines and criteria
✓ Briefing sessions are offered to all academic staff who wish to apply for promotion so they understand the criteria and how best to prepare their applications.
Eligibility

Lecturers, Senior Lecturers and Readers are eligible to apply for promotion if they meet the following criteria:

✓ One year’s continuous employment on 31 December 2021;
✓ Successfully completed the previous academic year’s annual appraisal/probationary review.

Guidelines and application form are at:
http://hr.qmul.ac.uk/procedures/promotion/

Deadline for applications is Monday 31 January 2022
Demonstrating excellence

Areas of contribution:

• Education
• Research
• Scholarship
• Citizenship & Inclusion
• Enterprise & External Engagement
• Professional Practice
Changes introduced in 2020/21

✓ Improvements to all promotion processes and documentation to help us reach our aim of increasing diversity at all levels

✓ Thresholds built into the Academic Careers Framework to clarify minimum requirements at each level

✓ The expectation that all academics should demonstrate their Citizenship and Inclusion in Queen Mary, by reference to the University values and their activity in the Citizenship and Inclusion Area of Contribution

✓ Education criteria reinforce that leadership is as important as innovation in Education; the criteria also include curriculum development, such as blended/on-line learning

✓ Professional Practice criteria include the development of an external reputation in the relevant professional field.
Getting Started

**Prepare early:** Discuss your readiness for promotion with your Head of School, Academic Lead for Staff Development, or mentor; listen carefully to their feedback and advice

**Review the documentation:** The Promotion Guidelines, the Academic Careers Framework and the Application Form

**Consider your role:** T&R, T&S or T&PP

**Make a list:** Write down everything you think may be relevant; discuss with a colleague for ideas; use recent probation/appraisal documentation; sift the most compelling points which best demonstrate your contribution and impact
Building a case

**Focus on evidence:** for example, leadership roles you have undertaken, student feedback on your teaching, publications, grant applications and funding

**Align to the Framework:** identify which Areas of contribution your evidence is aligned to; ensure you can demonstrate excellence in delivery, development and leadership (using the examples/criteria shown in the Academic Careers Framework)

**Follow the guidelines:** Read them carefully and ensure you complete all sections of the application form. Gaps in information, CVs in an incorrect format, or not providing evidence in sufficient Areas of contribution would result in your application being rejected.
Completing the Application form: Hints and tips

**Contractual designation:** Select your current pathway; it’s not possible to change pathways via the academic promotions process.

**Description of contribution:** Three strong narratives present better than six vague ones; be concise and back up statements with evidence; do not exceed an average of 500 words per narrative.

<table>
<thead>
<tr>
<th>Please confirm your role designation/career path</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Teaching &amp; Research</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area of Contribution Narrative 1</th>
</tr>
</thead>
</table>

**Area of contribution:**

**Brief summary on how this relates to any other Areas of Contribution:**
Completing the Application form: Hints and tips

**Teaching accreditation:** It is important to demonstrate that you have teaching accreditation, or are working towards it.

<table>
<thead>
<tr>
<th>Do you have PGCAP or membership of HEA or other teaching qualification?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes</td>
</tr>
</tbody>
</table>

If Yes, please check appropriate box(es) and provide details if necessary.

<table>
<thead>
<tr>
<th>□ HEA Associate Fellow</th>
<th>□ HEA Fellow</th>
<th>□ HEA Senior Fellow</th>
<th>□ HEA Principal Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Holder of National Teaching Fellowship Award</td>
<td>□ PGCE in HE, FE or Lifelong Learning, or equivalent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ PGCAP</td>
<td>□ Accredited as teacher by professional body</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other accreditation or qualification in teaching in HE (please provide details below)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applicant CV:** Make sure it is submitted in the format required.
Personal Circumstances

- If you have any personal circumstances to be taken into account please declare it on the Personal Circumstances Statement and submit this to Human Resources at the time that you make your application to your Head of School/Institute Director.

- Any information declared will remain confidential and only be seen and considered by a Personal Circumstances Panel, chaired by a Vice-Principal and including an HR representative and 2 senior members of academic staff (ex-Heads of School).

- The Personal Circumstances Panel will assess the impact on your normal work activities as a result of the circumstances involved. A summary of the impact will be provided to the Promotion Panel by Human Resources. No details of the specific personal circumstances will be provided to the Promotion Panel.

- The Promotion Panel will take the impact into consideration when deciding the effect this may have had on your contribution, with the aim of calibrating the usual expectations of what should have been achieved during a specific period. The standards and quality of contribution expected for promotion will still need to be present.
...and finally...

- If you are not promoted in this round, don’t panic and don’t give up!
- Listen carefully to the feedback; identify the gaps in your experience; consider how you can address these.
- Speak to your line manager; actively seek opportunities to contribute at a higher level.
- If you respond to the feedback and you can demonstrate additional contributions, you can reapply next year.